

**BY ORDER OF THE COMMANDER
DOVER AIR FORCE BASE**

AIR FORCE INSTRUCTION 11-215

**DOVER AIR FORCE BASE
Supplement**

7 DECEMBER 2011

Flying Operations

**USAF FLIGHT MANUALS PROGRAM
(FMP)**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 436 OG/OGV

Certified by: 436 OG/CC
(Colonel David E. Hafer)

Supersedes: AFI11-215_AMCSUP_
DOVERSUP, 14 July 2010

Pages: 7

Air Force Instruction (AFI) 11-215, *USAF Flight Manuals Program (FMP)*, 22 December 2008 is supplemented as follows: The Dover Air Force Base (DAFB) supplement applies to the Flight Manuals Program (FMP) at DAFB. Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, 1 March 2008 and disposed of IAW with the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This document is revised and must be completely reviewed. Revisions include: Minor grammatical, spelling and punctuation errors, removal of EIM e-pubs link and addition of link to network drive and home use program (paragraph 11.6.3.), edit digital media in (paragraph 11.6.5.), added squadron responsibility for personnel changes in (paragraph 11.8.5.), deleted TO 1C-5A-1-4 from C-5B trip kit (paragraph 11.7.3.).

11.4. (Added) Aircrew Flight Manuals Program (FMP).

11.4.1. (Added) 436/512 OG Flight Manuals Control Officer or Noncommissioned Officer (NCO) will be -on-loan from their flying squadron to the Dover Flight Manuals Distribution

Office. The Flight Manuals Distribution Office will order and distribute publications for all Active Duty and Reserve flying squadrons. Each squadron will maintain its own flight manuals control function. 512 OG may consolidate squadron flight manuals control functions at the group level.

11.4.2. (Added) Technical Orders (T.O.s) received by the Dover Flight Manuals Distribution Office will be made available for distribution to the flying squadrons. 436 OG/OGV will notify the applicable squadrons via Flight Crew Information File (FCIF) that publications are released; squadrons will distribute publications. Individual aircrew members will acknowledge receipt of publications by signing the FCIF.

11.4.3. (Added) During normal duty hours when notification of an Interim Safety/Operational Supplement or change is received, 436 OGV will coordinate with 512 OGV and the Flight Manuals Distribution Office for dissemination. Prior to FCIF release, 512 OGV will create a new —master e-Publishing disk and provide it to the Dover Flight Manuals Distribution Office for mass reproduction and inclusion in the aircraft trip kits. The Manuals Distribution Office will also post the supplement or change to all paper publications in the applicable trip kits. When e-Publishing disks are ready, the Flight Manuals Distribution Office has obtained sufficient paper copies, and paper publication changes have been made to the trip kits, 436 OGV will release the supplement or change via FCIF.

11.4.4. (Added) During non-duty hours, HQ AMC/A3V will notify the 436 OGV on-call personnel about the release of the emergency, critical, or safety hazard supplement. 436 OGV will then notify the Flight Manuals Distribution Office, 512 OGV on-call via the 512 Wing Operations Center (WOC), 9 AS Squadron Operations Control Center (SOCC), and 3 Airlift Squadron (AS) Operations on-call personnel. The Flight Manuals Distribution Office on-call individual will print and post the supplement to all trip kits. The affected Squadron Control Centers will notify off-station crews of the release through e-mail, Command Post (CP), Tanker Airlift Control Center (TACC), cell phone, or any means available.

11.5. (Added) Electronic Publications.

11.5.1. (Added) The remainder of this chapter describes local procedures for the 436/512 OG Aircrew Electronic Publications program under the authority of T.O. 00-5-1, *AF Technical Order System*, 1 May 1995 and AFI 11-215.

11.5.2. (Added) These procedures apply to aircrew members' use of electronic publications as their personal publications library.

11.5.3. (Added) AFI 11-215 authorizes the distribution of e-Publishing to individual crewmembers to take advantage of technology which offers distribution efficiencies and significant reproduction cost reductions. The C-5 and C-17 both meet AFI 11-215 requirements governing in-flight viewing of electronic publications for reference only. The current medium is portable hard drive (non-flash memory) or recordable compact disks (CDs). Electronic T.O. and AFI files will normally be in portable document file (PDF) format.

11.5.4. (Added) IAW AFI 11-215 and by direction of HQ AMC/A3V and 436/512 OGV, a current set of aircraft-specific T.O.s and designated AFIs will be carried on all flights. **Note:** Crewmembers shall utilize paper flight manuals as their primary reference during aircraft emergency situations.

11.6. (Added) OGV Responsibilities.

11.6.1. (Added) In conjunction with HQ AMC/A3V, 436/512 OG/OGV will determine the required publications recorded on e-Publishing medium. As a minimum, e-Publishing will contain all publications listed in AFI 11-2MDSV3, table 6.1., asterisked (*) publications and all electronically available forms listed in AFI 11-2MDSV3, paragraph 6.10.

11.6.2. (Added) Designate, by letter, the 436/512 OG/OGV Flight Manuals Control Officer or NCO.

11.6.3. (Added) Ensure e-Publishing is available via approved, secure, web-based links and back-up media (CDs or hard drives). E-pub files will be on the 436/512 OG/OGV network B drive: \\fjxtns20vdm1\OG\OG Publications and also available for home access via the Home Use program distributed by Squadron DOV offices (Common Access Card Reader and software required).

11.6.4. (Added) 436/512 OG/OGV will post updates, revisions, and changes to e-Publishing files and notify crewmembers of these changes via FCIF.

11.6.5. (Added) Ensure government-issued laptops for use in mission trip kits have the means to read CDs or approved USB media readers.

11.7. (Added) Flight Manuals Distribution Office Responsibilities.

11.7.1. (Added) Appoint by letter two Technical Order Distribution Officers (TODO) and update the letter when personnel changes occur.

11.7.2. (Added) Ensure all trip kits contain the current/updated necessary paper publications and current e-Publishing media.

11.7.3. (Added) C-5B trip kits will contain paper publications IAW AFI 11-2C-5V3, *C-5 Operations Procedures*, 7 December 2005, table 6.1 (except handheld checklists), T.O. 1C-5A-1-4, Air Mobility Command Handbook (AMCH) 11-214, *AMC Aircrew Hazardous Materials Handbook*, 15 February 2008 and the AMC C-5 Airlift Procedures/Restrictions Guide.

11.7.4. (Added) C-5M trip kits will contain paper publications IAW AFI 11-2C-5V3, table 6.1 (except handheld checklists), AMCH 11-214, and the AMC C-5 Airlift Procedures/Restrictions Guide.

11.7.5. (Added) C-17 trip kits will contain paper publications IAW AFI 11-2C-17V3, *C-17 Operations Procedures*, 15 December 2005, table 6.1. (except handheld checklists).

11.7.6. (Added) Place orders through ETIMs and Defense Automated Printing Service (DAPS) as applicable. Once shipments have been received, notify 436 OGV (this includes deployed squadrons).

11.7.7. (Added) Build and maintain paper publications for contracted training organizations (i.e., Flight Safety Services Corp. and Boeing ATS) for aircrew use during recurring training.

11.7.8. (Added) IAW each squadron's publications requirement, provide an appropriate number of electronic media, paper copies of all necessary publications, safety/operational supplements, and changes for each squadron.

11.7.9. (Added) Initiate a trace on all publication orders that have not been received within two weeks from date of order.

11.7.10. (Added) If a squadron is deployed, ship an appropriate number of formal changes, revisions, and supplements to the deployed squadron. Place orders for locally produced products through the deployed location's DAPS office.

11.8. (Added) Squadron/DOV Responsibilities.

11.8.1. (Added) Designate, by letter, two Flight Manuals Control Officers in writing and provide 436/512 OG/OGV a copy of the letter.

11.8.2. (Added) Ensure crewmembers possess and maintain paper publications for use during initial qualification training (e.g. C-5 Loadmaster Initial Qualification Training).

11.8.3. (Added) Maintain appropriate numbers of paper publications for use during upgrade or recurring training (e.g. Formal Training Unit, Flight Engineer System Refresher, Loadmaster Refresher Training, etc.).

11.8.4. (Added) Ensure electronic media with the latest e-Publishing version is available for issue to qualified crewmembers.

11.8.5. (Added) Ensure squadron personnel changes are updated and reported to Flight Manuals Distribution Office.

11.8.6. (Added) Ensure that once aircrew members are fully qualified, the paper publications are turned back over to the Flight Manuals Distribution Office if the individual elects not to keep them.

11.8.7. (Added) Maintain a back-up disk for the electronic FCIF Library.

11.8.8. (Added) Maintain a paper or electronic copy of all publications listed in table 6.1 of the AFI 11-2C-MDSV3 (to include all authorized checklists and checklist inserts for every crew position) for use by crew members to perform their annual publications check.

11.8.9. (Added) Establish process for initial issue of e-Publishing media and paper publications. Ensure crewmembers understand personal responsibilities regarding publications.

11.8.10. (Added) Ensure all crewmembers perform and document an initial and thereafter annual review of all paper and electronic publications.

11.8.11. (Added) Ensure individuals meet standards of knowledge IAW the applicable AFI 11-2MDSV2 and are able to access e-Publishing during flight evaluations. The publications review conducted as part of an evaluation will include as a minimum:

11.8.11.1. (Added) A check to ensure the crewmember is utilizing the current version of e-Publishing on approved media.

11.8.11.2. (Added) Crewmember's demonstration of the ability to navigate through and locate information in the electronic media.

11.9. (Added) Individual Responsibilities.

11.9.1. (Added) Aircrew members will be familiar with personal responsibilities regarding electronic and paper publications.

11.9.2. (Added) Only official AF/Department of Defense (DoD) information, manuals, forms, and tools (i.e. additional AFIs, government forms, anti-virus updates, Acrobat Reader, IMT, etc.)

will be copied onto issued external hard drives or CD-Rs. Do not copy personal files or media of any kind to the issued e-Publishing CD-R or external hard drive.

11.9.3. (Added) Aircrew members will complete an annual review and/or List of Effective Pages (LEP) check, as required, of all publications issued from the flight manuals office or squadron DOV.

11.10. (Added) AF Form 847 Process.

11.10.1. (Added) 436/512 OGV is the OPR for their respective AF Form 847 programs.

11.10.1.1. (Added) OGV Responsibilities.

11.10.1.1.1. (Added) OGV will designate, by letter, a primary and alternate AF Form 847 manager.

11.10.1.1.2. (Added) Assign a tracking number to the AF Form 847 once reviewed and approved by OGV.

11.10.1.1.3. (Added) Monitor progress of AF Form 847, provide status to squadron DOV, and post status on Standardization and Evaluation Board (SEB) slides.

11.10.1.2. (Added) Squadron DOV Responsibilities.

11.10.1.2.1. (Added) Assists personnel with completing the AF Form 847.

11.10.1.2.2. (Added) Review all AF Forms 847 that are submitted. After DOV review, submit the AF Form 847 to OGV. Track the progress of the AF Form 847 and inform the individual of final disposition.

11.10.1.2.3. (Added) The 326 AS and 709 AS 847 programs are consolidated at the 512 OG/OGV level.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AMCH 11-214, *AMC Aircrew Hazardous Materials Handbook*, 20 April 2011

AFI 11-215, *USAF Flight Manuals Program (FMP)*, 22 December 2008

AFI 11-2C-17V3, *C-17 Operations Procedures*, 4 August 2010

AFI 11-2C-5V3, *C-5 Operations Procedures*, 7 December 2005

T.O. 00-5-1, *AF Technical Order System*, 1 May 1995

Abbreviations and Acronyms

AF - Air Force

AFI - Air Force Instruction

AFMAN - Air Force Manual

AFRIMS - Air Force Records Information Management System

AMCH - Air Mobility Command Handbook

AS - Airlift Squadron

CD - Compact Disk

CD-R - Rewritable Compact Disk

CP - Command Post

DAFB - Dover Air Force Base

DoD – Department of Defense

DOV - Squadron Standardization Evaluation

EIM - Enterprise Information Management

FCIF - Flight Crew Information File

FMP – Flight Manuals Program

IAW - In Accordance With

IMT - Information Management Tool

NCO - Non-Commissioned Officer

OG - Operations Group

PDF - Portable Document File

SEB - Standardization and Evaluation Board

SOCC - Squadron Operation Control Center

TACC - Tanker Airlift Control Center

TODO - Technical Order Distribution Officer

WOC - Wing Operations Center

MARK D. CAMERER, Colonel, USAF
Commander, 436th Airlift Wing